

DEM Architects & Associates
611 North Center Avenue
Gaylord, Michigan

Gaylord Community Schools
2004/2005 Capital Improvements
Phase 2 Building Renovations
Gaylord, Michigan

February 18, 2005

DEM Project No. 699-12-03-K1, K2 & K3

DOCUMENT 00020

INVITATION TO BID

Gaylord Community Schools will receive sealed proposals from qualified bidders for the following Phase 2 Building Renovations of:

Project No. 1:	Gaylord Intermediate School	DEM Project No. 699-12-03-K1
Project No. 2:	Gaylord Board Office Facility	DEM Project No. 699-12-03-K2
Project No. 3:	Gaylord Bus Garage Parking	DEM Project No. 699-12-03-K3

There will be a Pre-Bid Meeting conducted by the Owner and Architect/Engineer on Friday, March 4, 2005 at 2:00 p.m. in the Cafeteria at the Gaylord Intermediate School which includes a **MANDATORY WALK-THRU** of the project for All Trades. Topics relative to the bidding requirements and project will be covered. A walk-thru of all the existing facilities will be provided. All General Contractors and Subcontractors interested in bidding this project may attend.

Proposals may be mailed or delivered in person to Mr. Dennis Youngedyke, Maintenance Supervisor, Gaylord Community Schools, 615 South Elm Avenue, Gaylord, MI 49735. Proposals must be received "prior" to 10:00 a.m. (local time) on Monday, April 11, 2005. Proposals will be opened publicly and read aloud at the Gaylord Community Education Building Board room at 10:01 a.m. that same day. The Board will not consider or accept a bid received by the Board after the date and time specified for bid submission. All bids will be evaluated at a later date.

Single proposals will be received for the work of all trades for this project. Gaylord Community Schools intends Award of Contract to a "General" Contractor for work of all trades. Overall administration of the project will be the responsibility of the "General Contractor".

Post-Bid Interviews are tentatively scheduled for Friday, March 25, 2005 at 10:00 a.m. at the office of DEM Architects. Those bidders will be notified by the Architect prior to this date.

The Owner will award the project contract(s) on or about April 11, 2005.

Bidding documents will be available on or about February 18, 2005, and will be on file for inspection at the office of DEM Architects & Associates and the following locations:

Gaylord Community Schools
Construction Association of Michigan in Bloomfield Hills, Michigan
Reed Data in Novi, Michigan
F.W. Dodge in Flint and Grand Rapids, Michigan
Builders Exchanges in Traverse City and Tri-City (Saginaw)
Associated Builders and Contractors in Gaylord, Michigan
Northeast Michigan Plan Room in Alpena, Michigan

A \$ 50.00 refundable deposit fee and \$10.00 **non-refundable mailing fee per set** must be received by DEM Architect, 970 North Center Ave., Gaylord, Michigan 49735, prior to issuance of documents. Submit **separate checks for deposit fee and mailing fee payable to "Gaylord Community Schools"**.

A maximum of three (3) sets available to each General Contractor and one (1) set available to subcontractor.

The Bidding Document deposits will be refunded following receipt of returned documents provided they are of "good and useable" condition, under the following conditions:

1. Non-Bidders who return complete sets prior to the Bid date.
2. Non-successful Bidders and all Sub-Bidders who return complete, undamaged set(s) no later than ten (10) days after the bid opening.
3. The successful Bidder will be issued additional sets for distribution to their Sub-Contractors.
4. Failure to return Bid Documents within the specified ten (10) days and /or not in good and usable condition shall forfeit deposit.

Bid Security in the amount of five percent (5%) of Base Bid shall accompany each Proposal in the form of a bid bond, cashiers check or money order payable to Gaylord Community Schools. A personal or company check does not constitute a Bid Security.

All Bidders must submit the following document with bids "Familial Disclosure Form" which will be available at the Gaylord Community Schools District office.

Proposals shall be submitted on the Proposal Forms provided in the Bidding Documents and shall be completely filled in and executed in accordance with the Contract Documents.

The successful Bidder will be required to furnish surety bonds as stated in the Contract Documents.

Performance Bond (100%)
Labor and Material Payment Bond (100%)

The Owner reserves the right to reject any of or all Proposals, to accept other than a low bid, and to waive informalities, irregularities, and/or errors in Proposals, which they feel is in their best interest.

Bids may not be withdrawn for a period of thirty (30) days after the opening of the Bids.

END OF INVITATION TO BID